

New York State Housing Finance Agency (HFA) Technical Assistance (TA) Submission Guidelines

Organizations interested in pursuing HFA funding are required to submit a concept paper in advance of scheduling an initial TA session. A key to the success of any project is in the initial planning. Concept papers can be an extremely important part of the planning process because they enable HFA to review potential projects and explore ideas without imposing heavy burdens on prospective applicants. Concept papers help HFA assess if the proposed project is eligible for funding and enable us to offer suggestions prior to the submission of a full application. Concept papers should be limited to 4 pages (not including attachments) and be brief, concise, and clear. Demonstrate that your team has a good understanding of the nature the proposed project and a solid plan for addressing the housing and service needs of the target population(s) to be housed in the project.

Format and Content

The completed concept paper as well as attachments can be submitted either via e-mail to the Development Director covering your region.

The Project Narrative

The Project Narrative should provide someone unfamiliar with the proposed program a good understanding of the project. Please be succinct. The purpose of the Project Narrative is to convey your team's vision of the project and to ensure that vision is consistent with HFA programmatic and financing guidelines. There will be an opportunity to receive feedback and input from HFA program staff prior to application submission.

Minimally, the Project Narrative should include the following information:

- **Organizational Introduction:** Provide a brief description of the development team including a list of team members and a summary of relevant experience demonstrating the team's capacity to carry out the proposed project
- Target population (singles, families, supportive, senior) and target income levels (AMIs)
- A description of the need for this project in the community where it will be located
- Site location and status (currently owned/leased by your organization, under contract)
- Type of construction (new, substantial or moderate rehabilitation) and proposed construction approach. For in-place rehabs, please include proposed relocation plan.
- Description of energy efficiency plan, including any incentive programs or funding that is anticipated for the project: please review the criteria for the Clean Energy Incentive Program and identify potential areas where the project may qualify for funding under this program (or describe why the project cannot meet these qualifications):
 - [Clean Energy Initiative | Homes and Community Renewal \(ny.gov\)](https://www.ny.gov/clean-energy-initiative-homes-and-community-renewal)

- A narrative description of the physical layout of the proposed residential component, as well as any community facility, commercial or parking included in the project
- Financing narrative including all anticipated sources of funding from HFA and the amount and status of other development funding. Note any proposed federal funding.
- Anticipated operating income (both for the building and support services if applicable) including level of commitment
- Description of energy efficiency plan, including any incentive programs or funding that is anticipated for the project
- Plan for achieving MWBE utilization goals
- Development timeline that includes processes and timeframe for securing all public approvals such as site plan, zoning, PILOT and any other local approvals
- Narrative of anticipated environmental requirements and timeline for approvals. Please include Brownfields timing and Phase 2 environmental study if relevant
- A brief synopsis of the support services to be provided to residents and how such services will be delivered (if there is a supportive component)

Attachments

- Preliminary drawings and/or IPNA, zoning calculations
- Phase 1 Environmental Survey
- Proposed organizational chart with narrative describing ownership structure
- Statement from project architect affirming compliance with HFA design guidelines
- Site Suitability analysis
- Market Study (outside of NYC)
- Appraisal
- Development Budget: Please provide a preliminary underwriting in the HFA application format
- Letters of Cooperation or Support: If available, please attach LOI, letters of support or award letters from outside financing or subsidy sources including those from municipalities

The completed concept paper as well as attachments can be submitted via e-mail. Concept papers should be submitted to:

For New York City, Long Island and Downstate (Westchester & Rockland Counties): Ross Karp: ross.karp@hcr.ny.gov

For Mid-Hudson, Capital, Mohawk Valley and North Country Region proposals: Darren Scott: darren.scott@hcr.ny.gov

For Western New York, Central New York, Finger Lakes and Southern Tier Region proposals: Leonard Skrill: leonard.skrill@hcr.ny.gov